



# PERTON PARISH COUNCIL

3<sup>rd</sup> November 2021

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Lakeside Hall, Perton Civic Centre on Monday, 8<sup>th</sup> November 2021 at 7.00pm.

Yours faithfully

**Mrs Becky Hodgetts,**  
Clerk to the Council

## **AGENDA**

### **96/21 - Public Open Session**

*Time for this session is limited to 30 minutes as per Standing Order number 3F. Members of the Public are invited to address the Parish Council (limited to 3 minutes per person as per Standing Order number 3G).*

### **97/21 – Apologies**

To receive and note apologies for absence

### **98/21 – Police Matters**

- a) To receive for information monthly Police Report
- b) To note date for Police, Fire and Crime Commissioner open meeting, 17<sup>th</sup> November

### **99/21 – Declaration of Disclosable Pecuniary Interest**

To receive Declaration of Disclosable Pecuniary and Other Interests from the Agenda

### **100/21 – Code of Conduct**

To approve requests for Code of Conduct Dispensations. (A request for a dispensation must be made in writing to the Clerk and be granted by decision of the Council)

### **101/21 - Minutes**

- a) To approve minutes of the Parish Council meeting held on 11<sup>th</sup> October 2021
- b) To receive for information draft minutes from the following committees/working parties:
  - Health & Safety working party – 13<sup>th</sup> October 2021
  - Queens Platinum Jubilee – working party 18<sup>th</sup> October 2021
  - HR working party – 26<sup>th</sup> October 2021
  - Finance Committee held 2<sup>nd</sup> November 2021
  - Youth working party – 3<sup>rd</sup> November 2021

### **102/21 – Finance**

- a) To approve list of Payments for approval October 2021
- b) To receive the Cash Book to date for information
- c) To receive the Income Statement to date for information
- d) To receive the Expenditure and Budget to date for information
- e) To discuss grant Request from Perton First School PTFA – book scheme
- f) To discuss purchase of 96 heathers for Inner south road traffic island at a cost of £126.91
- g) To discuss support for NHS Charities Together, Staffordshire & Stoke-on-Trent funding
- h) To discuss Support Staffordshire Associate membership renewal £25 per annum.

### **103/21 – Staffing**

To agree staffing structure and recruitment as discussed by the HR Committee

### **104/21 – Concessionary Room Hire:** requests received from the following;

- a) Codsall Community Arts Festival 22<sup>nd</sup> April 2022
- b) Acorns Charity Shop – storage 15<sup>th</sup> November
- c) Staffordshire & Stoke-On-Trent Wellbeing Service – therapy sessions

### **105/21 - South Staffordshire Council**

- a) To receive reports from District Councillors for information
- b) Boundary Review - to note public consultation 2<sup>nd</sup> November 2021 to 10<sup>th</sup> January 2022
- c) Local Plan – to note public consultation 1<sup>st</sup> November to 5pm 13<sup>th</sup> December 2021
- d) Planning Applications for consideration previously distributed:
  - Application no.:** 21/00906/FUL
  - Location:** 18 Bader Road, Perton
  - Proposed:** Two storey side extension and single storey front porch extension
  
  - Application no.:** 21/01133/VAR
  - Location:** Longville, Pattingham Road, Perton
  - Application Ref:** 20/00779/FUL condition 2 – client design changes to original approval, replace approved drawings with amended proposals storey side extension and single storey front porch extension

### **106/21 - Staffordshire County Council**

- a) To receive and discuss the report from County Councillor
- b) Flooding - Pump House, Dippons Lane update
- c) Highway issues
  - i. Open meeting for Severn Drive Chicane – 9<sup>th</sup> November 12.00 – 1.00pm for information
  - ii. Chicane St Andrews – to discuss speed bump repairs not completed
  - iii. Community Speed Watch -to receive an update on the scheme
  - iv. 20's Plenty for Staffordshire – to discuss scheme Information.

### **107/21 – Policies**

For review and amend where necessary – no amendments recommended

- a) Public Participation at meetings
- b) Social Media

### **108/21 – Reports - to receive the following reports for information.**

- a) Weekly Clerks Reports
- b) Environmental Report
- c) Hot Water/heating update

### **109/21– Anders Square**

To receive correspondence regarding issues with uneven paving slabs in Anders Square

### **110/21– Perton Village show**

To receive an update.

### **111/21– Bus shelter**

To discuss vandalism and repairs to the bus shelter near to Richmond Drive at a cost of £570.00

### **112/21– Citizen of The Year**

To discuss the award for 2021-22

### **113/21 - Date and time of next meeting**

Full Council Meeting of Perton Parish Council – 13<sup>th</sup> December 2021 at 7pm, Perton Civic Centre.  
(Councillors and Members of the Public will be invited to stay for Christmas refreshments)

### **Crime & Disorder Implications**

Section 17 of the Crime & Disorder Act 1998, places a duty on a local authority to consider crime and disorder implications and to exercise its various functions with due regard to the likely effect of the exercise of those functions and to do all that it reasonably can to prevent crime and disorder in its area. Where relevant any decisions made at the Parish Council meeting have taken this duty of care into consideration.



## Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 11<sup>th</sup> October 2021, 7.00pm

### PRESENT:

Councillors Mrs PA Allen, AA Bourke, R Bradley, N Caine, P Davis , K Elder (Chairman), D Glynn (Vice- Chairman), Mrs A James, C Rathbone, J Sherlock, Mrs B Walters

Parish Clerk Mrs B Hodgetts

Assistant Parish Clerk Mrs L Higgins

Members of the public – 17

South Staffordshire Council Representatives – M Jenkinson and R Taylor (part of meeting)

PCSO A Tooth (part of meeting)

### 68/21 - PUBLIC OPEN SESSION

A representative from Perton Middle School raised their concerns regarding funding from Staffordshire County Council in respect of repairs required. A visit from County councillor Abrahams would be welcome. PPC to support the school in lobbying the County, copying in Rt Hon Gavin Williamson MP.

Several members of the public once again raised their concerns at the lack of grounds maintenance, maintenance of the river. Councillors assured the residents that the District and Parish Councillors are raising their concerns.

There are some areas where flytipping has occurred, SSDC representatives were given locations and will arrange collection. A traffic cone and lifebelts are in the lake and logs left at the side of the river Penk all need removing.

There is concern with vehicles obstructing pavements or parking illegally. PCSO informed that these can be reported to 101, alternatively report online. Perton Academy have signed up to Parking Stars which is a new scheme with a QR code to help report issues.

Could SSDC liaise with the County Council and other authorities to report maintenance requirements?

Illegal use of the bus lane is continuing to be an issue, PCSO A Tooth has agreed to patrol the bus lane when possible, unfortunately he cannot issue tickets, he will try to get a Special Constable to accompany him who can issue them. Unfortunately the ANPR camera has been delayed, the Parish Council are very concerned about this and will be following it up with the County Council.

Footpaths in Cornovian Close need to be reported by the resident to the County Council, Councillor Caine is not happy with this response.

**Resolved** to move standing order 3f) to allow further public participation.

Electric scooters are becoming a nuisance, these are illegal to use in public spaces unless part of trial scheme. PCSO Tooth has raised this issue but this needs a formal operation put into place.

Speeding motorists – the side roads around Perton should be 20mph, unfortunately traffic orders are expensive and who would enforce the limits? The Clerk explained that the Speed Impact Device currently on Severn Drive is working and will only flash when motorists reach speeds over 30mph. The council agreed to turn the SID round to gauge the speed of vehicles coming through the chicane and pass the data to PCSO Tooth.

### 69/21 - APOLOGIES FOR ABSENCE

Apologies received and noted from Cllr J Turner.

### 70/21 - POLICE MATTERS AND REPORT

- a) A written report received from PCSO A Tooth was made available for members. PCSO Tooth to start surgeries again.

- b) A brief report was presented to Councillors following meetings with Chief Inspector D Wain. It was agreed that a Locality 4 meeting should be held with the Ben Adams – PFC Commissioner.

## **71/21 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Declaration of other interest received from the following:

- Cllr K Elder for item 75/21 e)
- Cllr N Caine for item 80/21 a)

## **72/21 - REQUESTS FOR CODE OF CONDUCT DISPENSATIONS**

No request for dispensation received.

## **73/21 - SOUTH STAFFORDSHIRE COUNCIL**

- a) South Staffordshire Council written reports from Cllrs Mrs R Heseltine and P Davis were noted for information. Verbal reports were presented by Cllrs Mrs P Allen, AA Bourke and N Caine.
- b) An update on the grounds maintenance Management Plan was presented by District Council representatives.

They understand and appreciate that from a residents perspective all the council tax is paid to the District Council but it is not their responsibility to deliver all the services for South Staffordshire. They don't want to over promise and under deliver they will discuss what can be done on behalf of the District Council. They are not responsible for housing association land, county council land, private or unadopted land.

Street Scene has a budget of £1.2m to cover all areas within the 27 parishes of South Staffordshire, roughly £44k per village, this includes car parking, street sweeping, emptying bins, ground maintenance and any engineering works. If they are not doing what they should they will do what they can to address this.

Some issues raised during the meeting will be looked at how the District can help, some of the long term issues are not going to be dealt with overnight.

The consultation confirmed that residents use the main open spaces for walking, wellbeing and exercise.

105 residents thought there were no problems with the sites, but 306 said they need improving across the board. The most common issue raised was pathway maintenance, in terms of both access and surfacing. Other negative comments were rats, shrubs/heads and verges. There were comments both for and against dredging the river Penk and wild meadow areas.

Shrub pruning will begin in Perton and during winter a footpath inspection is carried out across the district to assess where remedial work is required and ranked in order of priority.

Areas around the lake will be thinned out to try and alleviate the rat problems. Bait boxes are placed where possible. It may be that further engagement is required with the residents, the Parish Council could help with this.

Verge cutting is managed by District Council on behalf of Staffordshire County Council who only pay for 8 cuts of highway verges, 3 cuts are financed by the District Council. This may have to be looked at if County funding changes. District will work with Parishes to agree areas that can remain as wildflower meadows.

Dredging the lakes will need assessing with specialists and partners and will require a cost benefit analysis. Self set trees have been removed from the river channels and the grills will be kept clear.

Litter around the upper lake was surprisingly low on the agenda from the public.

A draft plan will be completed, and ultimately used to support a business case for more resources. This will be an active working document.



**Councillor comments:**

Some of the areas do not need a prune they need to be cut further, some are causing safety concerns especially around the bus lane. If nothing is done with trees, then Perton will become a woodland. When trees are cut down the logs need removing otherwise they end up in the lake.

There is a need to dredge one of the lakes. The lifebuoy sites need reviewing and possibly relocating. They will be reviewed at the same time as carrying out footpath inspections.

Residents will have to accept that rats cannot be obliterated.

Can the road sweeper visit the area which would remove some of the weeds in the gutter?

Litter bins installed on lamp posts around the Parkway are not in good condition or lying on the floor, can these be looked at?

No financial support is currently required from parishes towards the management plan, but residents see that they are paying more for less maintenance. Unfortunately working with local groups is necessary, and they are always happy to do this. Some of the alleyways are unadopted which always creates a problem for maintenance responsibility.

Statutory duties for all authorities are available to view on the Parish Council website.

- c) Planning application: **21/00988/FUL – 106 Richmond Drive, Perton**

Proposed two storey side extension

**Resolved** that this is inappropriate and over development of a site.

**74/21 - MINUTES**

- a) **Resolved** that the minutes of the Parish Council Meeting held on 13<sup>th</sup> September 2021 were a true and correct record and signed by the Chairman.
- b) Noted for information the draft minutes of the following committees:
- Management Committee held 15<sup>th</sup> September
  - Planning Committee held 23<sup>rd</sup> September
  - Finance Committee held on 5<sup>th</sup> October 2021

**75/21 - FINANCE**

- a) **Paid Expenditure Transactions** between paid between 01/09/21 and 30/09/21  
**Resolved** payments approved.

Cheque	Paid date	Tn no	Gross Details	Heading
DDb ASH09	01/09/21	4417	£164.30 Ash Waste Services	General & Recycle Waste 224
DDb Rates09	01/09/21	4418	£1,435.00 South Staffordshire Council	Rates - September 221
DDb Website09	01/09/21	4419	£30.00 Kalidescope	Website & Email Hosting/Maintenance 133/1
Bacs RP09	01/09/21	4421	£1,740.00 Reformed Plastics	Outdoor Furniture - Welcome Back 138
Bacs RefDep28/08	03/09/21	4420	£150.00 Refunded Deposit	F Thomas - 28/08/21 223
Bacs PEN09	10/09/21	4422	£2,796.68 Staffordshire County	Pension - August 201/4
Bacs IR09	10/09/21	4423	£2,605.76 Inland Revenue	Tax & NI - August 201/3
Bacs Zurich	10/09/21	4424	£3,546.50 Zurich Municipal	Insurance Premium 216
Bacs DTE09	13/09/21	4426	£108.00 Down to Earth	Grass Cutting to Playground - August 125/3
Bacs TPIC	13/09/21	4427	£180.00 The Play Inspection Co.	Outdoor Annual Inspection 119
Bacs External	13/09/21	4428	£720.00 Mazars	External Audit for year ending 31/03/21 105/1
Bacs RefDep04/09	13/09/21	4429	£100.00 Refunded Deposit	L Dixon - 04/09/21 223
Bacs RefDep31/08	20/09/21	4425	£50.00 Refunded Deposit	M Keillor - 31/08/21 223
Bacs GAS09	20/09/21	4430	£57.05 Contract Natural Gas Ltd	Gas Supply - August 213
Bacs SSDC	20/09/21	4431	£180.00 South Staffordshire Council	Premises Annual Licence Fee 127
Bacs MSO	20/09/21	4432	£406.08 Communicate Better	M SOffice365 Business Annual Charge Sept-Aug 112/2
Bacs HAGS09	20/09/21	4433	£30.00 HAGS-SMP Ltd	Play Area Repairs 125/1
Bacs Elec09	21/09/21	4434	£353.40 Eon Next Electricity	Electricity Supply 1st - 31st August 209
Bacs	24/09/21	4435	£9,228.28 Salaries	Month 06 (Sept) 201/1
Bacs AE09	27/09/21	4436	£84.00 Acquiesce Environmental Compliance Limited	Legionella Monitoring & Testing 215
Bacs Halls09	27/09/21	4437	£60.41 Halls SMS	Centre Feed & Hand Towels 207/2
Bacs TBB09	27/09/21	4438	£285.50 The Bookbinders	Bound Minutes 129
Bacs SPCA09	27/09/21	4439	£30.00 Staffordshire Parish Council's Association	Cllr Training - Budgets and Precepts 128
Bacs VA09	27/09/21	4440	£131.18 VendaId	Hot Drink Consumables and Machine Maintenance 208/1
Bacs CreditCard09	29/09/21	4441	£34.99 Just Keys Ltd	Citizen of the Year Clock 110
Bacs CreditCard09	29/09/21	4442	£99.95 PremiumPaints.Co.Uk	Concrete Sealer for Covid Cobra 122
<b>Total</b>			<b>£24,607.08</b>	



- b) Cash book to date received and noted for information.
- c) Income statement to date received and noted for information.
- d) Expenditure and budget to date received and noted for information.
- e) Grant request received from Perton Crafters' Too. **Resolved** to approve a grant of £300.
- f) Ideas for precept items were discussed. These included investigation of employing a Lengths man, Skatepark, MUGA lighting and senior youth club.

9.30pm **Resolved** to move standing order 10a x) to allow further time to complete the agenda.

- g) A vacancy remains on the Finance Committee, if any Councillor wishes to join the please contact the Clerk.

## 76/21 - STAFFORDSHIRE COUNTY COUNCIL

- a. A written report from County Cllr Abrahams was noted for information.

### **Additional comments to be passed to the County Councillor:**

The County Council should be made aware of the demographics in the area around the chicane on Severn Drive. If County cannot commit to changes to the chicane perhaps additional signage could be installed. The anti-skid surface and the pedestrian crossing marking in need of repair. **Resolved** Clerk to confirm the meeting with Councillor Abrahams.

Disappointed to read that the ANPR camera has been delayed. **Resolved** Clerk to express the Councils concerns with this decision. Clerk to contact Chief Inspector Wain to gain support.

The culvert works that Staffordshire Highways had agreed to do in Dippons Lane has not been completed although the County Councillor reported that it had. **Resolved** to raise this with County Councillor.

- b. 7.5 tonne weight limit for Wrottesley Park Road was discussed. This road is being frequently used to cut through to the Bridgnorth Road A454. Wolverhampton may be able to support this proposal. **Resolved** to bring this to the attention of the County Councillor. Enforcement would need to be considered if agreed.
- c. An update on the SCC/SPCA webinar held on 27<sup>th</sup> September 2021 was noted for information

## 77/21 – POLICIES

- a) Policies The following policies were reviewed:
  - I. Scheme of Delegation - **Resolved** no amendments
  - II. Data audit - **Resolved** no amendments
- b) The following policies were reviewed by the Finance Committee and proposed no amendments:
  - I. Petty Cash – **Resolved** no amendments
  - II. Grant Policy infectious disease – **Resolved** no amendments

## 78/21 – REPORTS

- a) Weekly Clerks reports having previously been distributed were noted for information.
- b) Environmental report – nothing further to report.
- c) Children's play area annual inspection – only low and very low issues raised. The clerk will simplify the report and pass to councillors. Some of the issues can be addressed by the civic centre staff.
- d) Heating system – the heating has now been turned back on and the water is being heated via the electric immersion heater. There are proposals to install a further gas boiler in the boiler room that serves just the hot water, leaving the main boilers for heating. Further suggestions have been raised, waiting for quotes to be received. A meeting will be scheduled when more information is received.

#### **79/21 – CHRISTMAS TREE ANDERS SQUARE**

The clerk was unfortunately unable to obtain installation quotes for a donated tree. **Resolved** that the Parish Council will cover the costs of a 22ft tree from Weston Sawmills at a cost of £450, and installation of the lights on the tree and around Anders Square at a cost of £1680.

#### **80/21 – SPCA**

- a) Term of office for the Executive Committee ends in May. **Resolved** Cllr N Caine be re-nominated on behalf of Perton Parish Council.
- b) Motions for debate at the SPCA AGM due to be held on 6<sup>th</sup> December to be forwarded to SPCA.

#### **81/21 - DATE AND TIME OF NEXT MEETING**

Full Council Meeting of the Parish Council - Monday 8<sup>th</sup> November 2021 at 7pm, Perton Civic Centre

**Meeting closed at 10.01pm**

Signed .....  
Chairman

Date: .....



# Financial Summary - Cashbook

Summary between 01/04/21 and 30/09/21 inclusive.

Balances at the start of the year

## Ordinary Accounts

Co-operative Bank	£3,253.47
HSBC Current Account	£14,806.80
Petty Cash Account	£250.00
Public Sector Deposit Fund	£116,000.00
Total	<u>£134,310.27</u>

RECEIPTS	Net	Vat	Gross
Parish Council	£228,977.22	£0.00	£228,977.22
Civic Centre	£28,347.88	£0.00	£28,347.88
Total Receipts	<u>£257,325.10</u>	<u>£0.00</u>	<u>£257,325.10</u>

PAYMENTS	Net	Vat	Gross
Parish Council	£77,522.04	£3,114.68	£80,636.72
Civic Centre	£55,130.30	£2,232.01	£57,362.31
Total Payments	<u>£132,652.34</u>	<u>£5,346.69</u>	<u>£137,999.03</u>

Closing Balances

## Ordinary Accounts

Co-operative Bank	£2,753.47
HSBC Current Account	£19,632.87
Petty Cash Account	£250.00
Public Sector Deposit Fund	£231,000.00
Total	<u>£253,636.34</u>

Uncleared and Unpresented effects

Statement Closing Balances

## Ordinary Accounts

Co-operative Bank	£2,753.47
HSBC Current Account	£19,632.87
Petty Cash Account	£250.00
Public Sector Deposit Fund	£231,000.00
Total	<u>£253,636.34</u>

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

# Health & Safety meeting

10/12/21 b)

13<sup>th</sup> October 2021

Present: Brenda Walters, Liz Dew, Rita Heseltine, Becky Hodgetts.

Are the Health & Safety Consultants accredited with a relevant body? PPC currently pay £1200 per annum in equal quarterly instalments.

Can the County Council help with processes that we require. Do we go out to tender? There is no formal contract in place, and have been used by PPC for over 10 years. Things have changed we need to be more rigorous now.

They visit once a year to have a walk around the site, update their paperwork (risk assessments etc). Due to lock down they have not visited the site since 2019.

They complete risk assessments where necessary or requested by PPC.

Becky to provide all the paperwork that available by the consultant. Further investigation is required, are there other companies or perhaps District may be able to help.

What service are we paying for, what do they do? Policies/procedures/risk assessments do not require a specialist person, competent people within the work place could do them.

What aspects should be within health and safety eg, fire, legionnaires, building, public access, employee protection including employee involvement.

SCC offers health & safety support.

The existing consultants do not make it clear if they accept liability on advice given by them. We need more assurance.

What is the range of health and safety – building, fire, fire officer, first aiders, legionnaires, there should be risk assessment for every single activity that is done, e.g. coffee machines, kitchen items. This causes an issue with monitoring, the council will need to review all the documents. The council need an advisor to keep them updated.

Becky to contact Environmental Health at District who may be able to help or point us in the right direction. Also to contact other parish councils to what policies they have in place and who does theirs.

Should the staff have some Health & Safety training

The review names the clerk, it should not be a named person but a role. The policy given is not a policy.

The risk assessment says it will be undertaken but the person completing the task must have been made aware of the risks and possibly even signed to agree that they have seen it. They will not take any responsibility for it, they write them but our responsibility to put into practice.

It is made clear that the council are liable! The review is items to note only, no detail.

Does one person have to have training or H&S experience – may be do some online training.

Concentrate on Policies, Procedures, Risk Assessment and reviews.

Remove the Parish Council Health & safety policy to remove from the website and mark as under review.

To give advice and options to full council when all the investigation has been completed.

Date of next working party:- Wednesday 1<sup>st</sup> December 2021 @ 7pm at the Civic Centre.



# Queens Platinum Jubilee meeting

18<sup>th</sup> October 2021

Present: Penny Allen, K Elder, Dave Glynn

Every school child in Primary education will be given a book on the Commonwealth and the Queen by Government.

It was suggested that Mugs could be purchased. Whether these are given away or sold was not established. The costs for a bone china, Parish logo personalised would cost £5.55 + vat & P&P [PLATINUM JUBILEE MUGS \(clerksandcouncilsdirect.co.uk\)](http://clerksandcouncilsdirect.co.uk)

A new 50p will be in circulation and a new medal will be presented to anyone with over 5 years of service in the forces.

It was suggested to replant the rose garden near to the upper lake board walk, using David Austin Roses, who may have a celebration rose available. Residents could plant their own roses under the direction of the council. It was suggested that 20 roses would be required, A windbreak of some sort may need to be planted/installed. Local businesses could be asked to sponsor the purchase of roses.

There could be a central feature in the rose garden eg sun dial, birdbath.

The interpretation boards could be updates, although this is already in hand at District Council.

The children could create a portrait of the Queen, using any medium, with the judging taking place at the village show.

The existing benches could be repainted. A semi circle bench could also be installed, or a circular bench with a jubilee tree planted in the middle.

Perhaps a big clock could be installed on Johal Dairies wall if the rose garden was not wanted.

Something will need to be done in Kingswood and Trescott.

What are the uniform organisations doing?

Next meeting to be scheduled when required

**Notes from the informal meeting of Perton Parish Council Human Resources Committee held on Tuesday 26<sup>th</sup> October 2021, 7.00pm via Microsoft Teams.**

**Present:**

Councillors Mrs PA Allen, P Davis , L Dew, K Elder, D Glynn, Mrs R Heseltine & Mrs B Walters (Chairman)  
Parish Clerk Mrs B Hodgetts, Assistant Parish Clerk Mrs L Higgins

The position of the Admin Assistant was discussed. The bookings are increasing and adding additional workload in the clerk's office.

The work required in the reception office will cover all aspects of bookings, both regular and one off events, caretaker rota, invoicing, answering the telephone and updating the website and social media.

After discussion it was agreed that 20 hours a week at SCP7 (£10.44) covering 4 days a week would be adequate. The annual budget had taken into account the cost of increased admin staff.

Meeting closed at 8.10pm



# Minutes of the meeting of Perton Parish Council

Finance Committee meeting held on Tuesday 2<sup>nd</sup> November 2021 at 10.00am

## Present:

Councillors, Mrs P Allen, P Davis, Mr D Glynn (Chairman) and Mrs R Heseltine  
Parish Clerk Mrs B Hodgetts

## F38/21 - APOLOGIES FOR ABSENCE

Apologies received from Cllrs K Elder

## F39/21 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of pecuniary or other interests received.

## F40/21 - REQUESTS FOR DISPENSATION

No requests for dispensation received.

## F41/21 - MINUTES OF MEETING

**Resolved** that the minutes of the Meeting held on 5<sup>th</sup> October 2021, previously distributed, were a true and correct record and signed by the Chairman.

## F42/21 - ACCOUNTS PAID

The Clerk presented a list of payments up to 31<sup>st</sup> October 2021. **Resolved** that all payments were correct and authorised. Payment for ESPO, Lads & Lasses School Wear and SGS Systems explained.

## F34/21 - INCOME RECEIVED

The schedule of income received up to 31<sup>st</sup> October 2021 was reviewed and accepted for information.

## F35/21 - BUDGET TO DATE

The budget to date was reviewed and noted. **Resolved** confirmed that £500 would be vired to Computers from Contingency.

## F36/21 - RECONCILIATIONS

The Clerk presented the HSBC bank statement number 145 dated 30<sup>th</sup> September 2021 together with any outstanding items of income or expenditure for reconciliation to the cashbook. Also presented for scrutiny the Co-op bank, Petty Cash records and the CCLA Public Sector Deposit Fund. **Resolved** that all reconciliations were correct along with the Petty Cash balance and were signed-off by the two Councillors and the Parish Clerk.

## F37/21 - DATE AND TIME OF NEXT MEETING

Tuesday 7<sup>th</sup> December 2021 at 10.00am

Thursday 6<sup>th</sup> January 2022 at 10.00am

Meeting closed at 10.33am

Signed .....  
Chairman

Date: .....

Summary of Income April 2021 - March 2022

[illegible]



102/21 e)

# Perton Parish Council

## Application for Grant

Name of Organisation	PERTON FIRST SCHOOL PTFA
Name and Address of Applicant	MANSTON DRIVE PERTON WV67LX
Telephone No.	07867516338
Email address:	Joanne.catling@sky.com
Position in Organisation	Member
Type of organisation	Registered Charity
Are you affiliated to other groups?	
Aims of Organisation:	To raise funds and provide resources to enhance the learning of our children
Numbers in Organisation:	Adult members: 16 Under 16: 464
Please provide the number residing in:	South Staffordshire: Perton :
Subscriptions/charges to members	No
Brief description of why the grant is required	We have a new online bug club learning system which has been a fabulous resource and we are looking to fund the hard b9oks to go with this new resource
Total cost of scheme	£4600
What has been done to raise money yourselves?	We have held a raffle and will be holding a Christmas one too, we have been really struck with events the past 18 m with Covid
Have you applied for other grants? If so, where from?	No
Amount of grant requested	£ as much as you feel is reasoanable anything would help towards the cost
Any other supporting information	

Please attach a set of the latest accounts. The application will not be considered if these are not submitted.

New groups that do not have a set of accounts can still apply, but they must show how they will benefit the parish.



# Bug Club Phonics Reading Book Wish list

<https://www.pearsonschoolsandfecolleges.co.uk/search/all?productType=9f1fe85f-292f-4dfb-bd38-146721207961&term=bug%20club%20phonics>

Bug Club Phonics Phase 4 6 pack (180 books)	£807.00
Bug Club Phonics Phase 3 6 pack (324 books)	£1444.79
Bug Club Phonics Phases 1 + 2 6 pack (276 books)	£1015.00
Bug Club Phonics Phase 5 6 pack (300 books)	£1344.00
	£4610.79





BARCLAYS BANK PLC  
100 BANK STREET  
LONDON EC2A 4PU  
020 7611 5000

THE OFFICIAL  
PARENT FIRST SCHOOL PTA  
MANSTON DRIVE  
PERTON  
SOUTH STAFFORDSHIRE  
WV6 7LX



THE OFFICIAL PARENT FIRST SCHOOL PTA  
MANSTON DRIVE  
PERTON  
SOUTH STAFFORDSHIRE  
WV6 7LX  
020 7611 5000

## Your Community Account

At a glance

Date	Description	Amount debited	Amount credited	Balance
25 Sep	Start Balance			7,041.10
8 Oct	Direct Credit From Charity Dept Ref: 10000000000000000000		21.00	7,062.10
12 Oct	Direct Credit From Charity Dept Ref: 10000000000000000000		0.00	7,062.10
22 Oct	Direct Credit From The PTA Ref: 10000000000000000000		100.00	8,162.10
25 Oct	Balance carried forward			8,162.10
Total Payments/Receipts		0.00	141.00	8,043.98

25 Sep	25 Oct 2021
Start Balance	7,041.10
Money in	141.00
Money out	0.00
Balance	8,162.10
Money in	0.00
Money out	0.00
Balance	8,162.10

Bank of England  
Barclays Bank PLC  
London EC2A 4PU  
020 7611 5000

Bank of England  
Barclays Bank PLC  
London EC2A 4PU  
020 7611 5000



## **'Captain Tom' Funding coming to communities in Staffordshire & Stoke-on-Trent!**

Express Your Interest now in NHS Charities Together - Staffordshire & Stoke-on-Trent funding.

Remember Captain Tom? Well here is another local result of his heroic fundraising efforts, some **£400,000** of investment into local communities is on its way. We know that many community groups and organisations across Staffordshire are working extremely hard to support the people who need it most within our communities.

So, these grants are **to support community activity** in recognition of the impact of Covid-19 on the wider community (previous rounds focussed directly on supporting the NHS). In Staffordshire and Stoke-on-Trent we want to focus in particular on support for local people affected by **loneliness and isolation**.

The grant can be used to help local people as follows:

- Using existing services to reach people at risk of loneliness and isolation
- Maintaining and enabling social connection through interventions such as group activities and befriending services
- Helping to keep people engaged and connected, including through technology and planning ahead
- Creating the conditions for social connection, including asset-based community development and positive ageing

Grants of up to £25,000 and exceptionally £50,000 (max 3 projects) are available, over one or two years for delivery from April 2022. Apply in the next four weeks to be considered for inclusion in the national bid.



**Clerk (Perton Parish Council)**

---

**From:** Membership <Membership@supportstaffordshire.org.uk>  
**Sent:** 13 October 2021 10:39  
**To:** Clerk (Perton Parish Council)  
**Cc:** Michelle Cliff  
**Subject:** Parish Council Associate Status Renewal  
**Attachments:** 170308 Parish Council Associates Renewal Form CT.doc  
  
**Importance:** High

Dear Sirs

**Notice of Parish Council Associate Status renewal – Member ID: 32663**

I am writing to inform you that your Support Staffordshire Associate status is due to expire on **1<sup>st</sup> November 2021.**

I hereby invite you to renew your application and continue to have access to the following support including:

- Free basic advice and information from a local sector expert on funding and community development, plus access to our consultancy support (charges apply)
- Access to ACRE fact sheets and templates for free (charges made for hard copies only)
- Access to Support Staffordshire training courses on same basis as Support Staffordshire Members
- Opportunity to take part in voluntary sector locality forums and the Village Hall Network meetings
- The latest news and information through regular electronic information
- A closer working relationship with Support Staffordshire

Other services are available to parish/ town councils at the standard rate of charges (although some may be free where they are funded through another source).

Subscriptions fees are unchanged since you registered for Associate status in 2020, which is **£25 per year**

If you wish to renew your Parish Council Associate status please complete and return the attached form to VC Associates, Support Staffordshire, Marmion House, Lichfield Street, Tamworth, B79 7BZ

Best wishes,

**Claire Terry** (she/her)

**Membership & Information Officer**

@SupportStaffs

Direct Tel: 07494985570

My normal working hours are Monday to Thursday, 8am till 4pm (currently working from home)



# Perton Parish Council

## VACANCY

### Administrative Assistant

Applications are invited for the post of Administrative Assistant at Perton Civic Centre.

20 hours per week split over 4 days  
(must be able to work Wednesdays)

Rate of pay:  
£10.44 per hour, plus pension

For an application form and job description  
please email: [clerk@pertonparishcouncil.gov.uk](mailto:clerk@pertonparishcouncil.gov.uk)  
or visit the Civic Centre

**Closing date for applications 26<sup>th</sup> November**  
**Interviews w/c 8<sup>th</sup> December 2021**



**PERTON PARISH COUNCIL  
JOB DESCRIPTION**

<b>POST:</b>	ADMINISTRATIVE ASSISTANT
<b>SALARY GRADE:</b>	LC1 (SCP7) fixed SCP
<b>HOURS OF WORK:</b>	20 PER WEEK
<b>RESPONSIBLE TO:</b>	THE PARISH CLERK
<b>JOB PURPOSE:</b>	To provide administrative support for the Civic Centre, Parish Clerk and Parish Council.
<b>DUTIES:</b>	
	To provide the principal point of telephone answering and reception at Perton Civic Centre.
	To support and administer the room booking system for regular and adhoc hirers.
	To ensure that hirers are informed of the terms and conditions of hire.
	To determine staff availability and rota for Caretakers including overtime requirements.
	To issue monthly invoices and track payment and debt.
	To highlight any issues and Civic Centre needs to the Parish Clerk in a timely manner.
	To determine PPL/PRS levy requirements.
	To assist in the administration of Civic Centre or Parish Council items when required, as directed by the Clerk or Assistant Clerk.
	To ensure the website and social media pages are kept up to date as directed by the Clerk/Assistant Clerk
<b>GENERAL DUTIES</b>	
	1. To comply with all policies and procedures of the Parish Council.
	2. To act with a high degree of professionalism, personal integrity and probity ensuring trust is maintained in the work undertaken by the post holder and in relationships with employees, customers and partners.
	3. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with the Parish Council's Health & Safety Policy and relevant legislation.
	4. To ensure that equality is an integral part of service design/delivery in accordance with the Council's Single Equality Scheme and its employment policies, practices and procedures.
	5. To undertake any other duties that may be required.



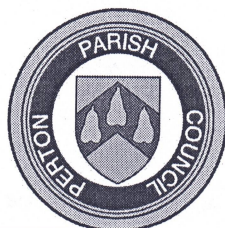


**PERTON PARISH COUNCIL  
PERSON SPECIFICATION**

<b>Job Title:</b> Administrative Assistant	<b>Service Area:</b> N/A	<b>Grade:</b> LC1 (SCP7) Fixed SCP
<b>Location:</b> Perton Civic Centre	<b>Hours:</b> 20 hours per week (days to be agreed)	<b>Reports to:</b> Parish Clerk

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

FACTORS	ESSENTIAL	DESIRABLE	MEASURED BY
<b>Qualifications</b>	Good standard of English and Mathematics to Level 4 (old GCSE – C or above)		Application and Interview
<b>Experience</b>	Working with the public  Computer skills ie Word, Excel, Powerpoint and Publisher		Application and Interview
<b>Knowledge</b>		Knowledge of Edge IT booking system.  Website and social media management	Application and Interview
<b>Skills &amp; Competencies</b>	Competent computer and keyboard skills  Must be able to liaise and co-operate with all members of staff		Application and Interview



<b>Special Working Conditions</b>	<p>Smart dress is required (e.g. no trainers/denim jeans)</p> <p>Ability to interpret and communicate written and verbal instructions</p> <p>Ability to effectively undertake time management</p> <p>Demonstrate the ability to deal with members of the public, Councillors and other members of staff in a polite and courteous manner</p> <p>Must be able to work on own initiative</p> <p>Willingness to attend training to support knowledge base and improve personal skills and knowledge</p> <p>The Code of Practice on the English Language requirement for Public Sector Workers (The Fluency Duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post</p>		<b>Application and Interview</b>
-----------------------------------	--	--	----------------------------------

NAME IN CAPITALS \_\_\_\_\_

Signature \_\_\_\_\_

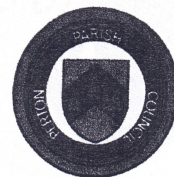
Date \_\_\_\_\_



2nd April 2022.

104121 a)

# PERTON PARISH COUNCIL



## Application for Concessionary Room Rate

### APPLICANTS DETAILS:

NAME OF CLUB/ORGANISATION

EDSALL COMMUNITY ARTS FESTIVAL ASSOCIATION.

PRINCIPAL HIRER (Name & Address)

CODSALL, EDSALL AVE,

PURPOSE OF CLUB/ORGANISATION

To advance, improve, develop and maintain public education in, and appreciation of performing Arts in Codsall & the neighbouring villages - to involve cross section of members of these communities as participants & audiences

DOES YOUR CLUB/ORGANISATION MAKE A PROFIT?

NOT INTENTIONALLY.

WHAT HAPPENS WITH EXCESS FUNDS?

PUT TOWARDS THE COSTS OF

THE NEXT FESTIVAL - EVERY TWO YEARS.

NUMBER OF ADULT MEMBERS

144

NUMBER OF MEMBERS UNDER 16

0

NUMBER RESIDING IN PERTON PARISH

2

PLEASE STATE THE REASON YOU NEED A CONCESSIONARY RATE

AS WE GENERATE MOST OF

OUR FUNDS FROM TICKET SALES, WE HAVE TO KEEP OUR COSTS

AS LOW AS POSSIBLE, AS WE HAVE NO WAY OF KNOWING HOW

HOW MUCH DO YOUR CLIENTS PAY PER

SESSION/VISIT? 2022 PROPOSALS ARE

WELL THE TICKETS WILL SELL.

£5 - £14. per ticket

ARE YOU ABLE TO INCREASE THIS CONTRIBUTION PER SESSION/VISIT?

Not really. Prices of

Tickets are kept as low as will cover the cost

of the event with a bit to spare. Successful events fund

ARE YOU AFFILIATED TO ANY OTHER ORGANISATION? IF SO, GIVE NAME

NO. less successful ones

ANY OTHER FACTS YOU WOULD LIKE CONSIDERED

Last Festival (2020) cancelled just as we were due to open because of lockdown. No idea how we will be supported in March/April 2022.

Signed:

Justin Ewart.

Date:

18/10/21.

PLEASE ATTACH A STATEMENT OF YOUR LATEST ACCOUNTS

£312 {weekend concession}





## October 2021 - Briefing Note for Staffordshire Parish, Town and District Councillors on 20mph Speed Areas

### 1. Introduction

This briefing is background information to Staffordshire Town and Parish Councillors for proposed wide-area 20mph signed limits with engagement for our settlements. It has been prepared by Phil Jones of Kinver Eco-Collective / 20's Plenty for Staffordshire, Anna Semlyen, 20's Plenty for Us National Campaign Manager in consultation with our group members.

20s Plenty for Staffordshire formed in January 2021, one of around 500 branches of 20s Plenty for Us, the National Campaign for 20mph limits.

**Please join us** - we meet regularly on zoom. All are welcome – email [staffordshire@20splentyforus.org.uk](mailto:staffordshire@20splentyforus.org.uk) for more information. We are looking for more Staffordshire places who want to go 20mph limited. Email [anna.s@20splenty.org](mailto:anna.s@20splenty.org) or call 07572 120439 to join our e-lists. We are FREE to join. You get a pack with free 20mph stickers for anyone starting a campaign branch for their settlement.

### 2. Staffordshire Position

Current Staffordshire policy on 20 mph is:

*"The introduction of additional 20 mph limits/zones within local neighbourhoods should continue as identified in the Council's strategic programmes of work and as local community priorities established through the Members' Divisional Highways Programme."*

Currently there is no funding allocated for 20 mph schemes in the county council highways' budget and so money for schemes would need to come from local parish or other funding sources such as developer funding.

However, councillor David Williams - the county cabinet member for Highways, has said that he will consider proposals for 20 mph from parish and town councils via their local county councillor where the local community support this.

Kinver Parish council is supporting a working group who are looking at the feasibility of a 20mph area for their village.

### 3. Summary

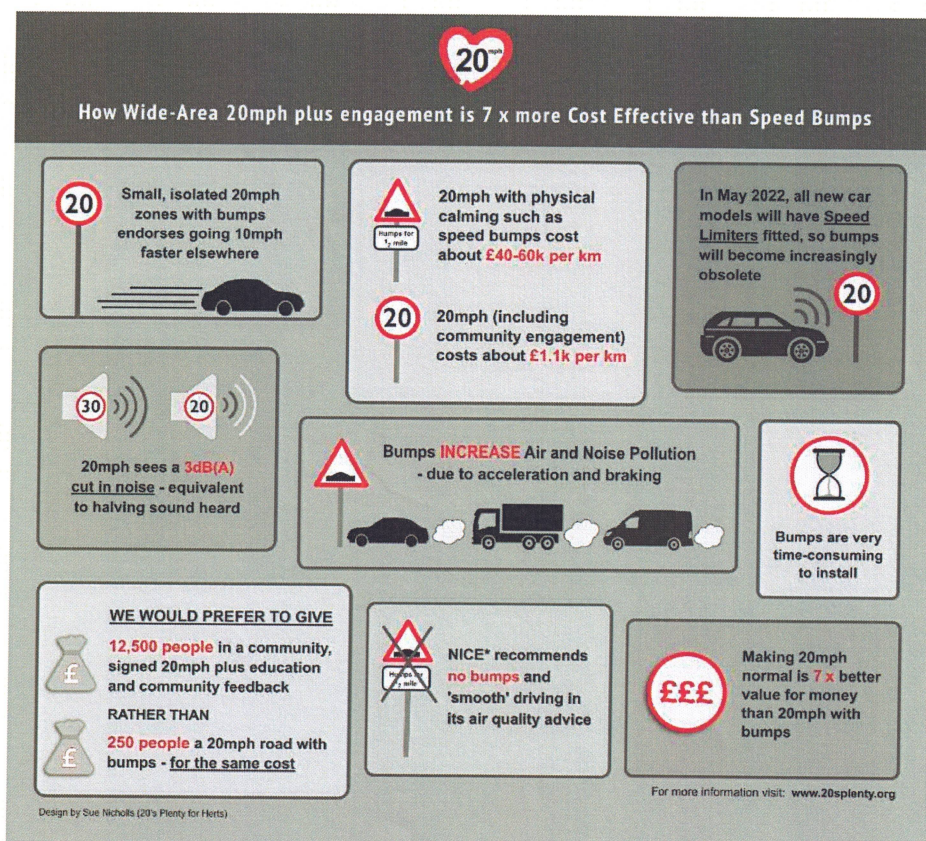
- 20 mph limits are affordable and have significant road safety, societal, environmental, economic and climate benefits. The benefits do not depend on there being regular Police enforcement – any reduction in average speed will reduce danger from traffic, particularly to people walking and cycling. They are accepted as normal by authorities representing 21M people in the UK and are globally seen as best practice where people mix with motor traffic. They do not affect journey times significantly in smaller settlements. Due to stop go traffic in urban areas, it takes about 10secs longer per mile. In a default 20mph limit, some roads can be exempted to higher 30mph speeds where the needs of vulnerable road users are met.
- 20 mph limits are **popular** – Government surveys find that 71% are in favour of 20 mph speed limits in residential streets.



- There are ways to increase **compliance** with 20 mph limits that do not rely on Police enforcement. In the next few years all new cars will automatically observe speed limits.
- The **cost** of a village-wide 20 mph limit has at least two components. A design and consultation phase and an implementation of signs phase. Costs will depend on detailed factors such as whether it is possible to use existing signposts.
- **Funding sources** are parish monies, Councillor local budgets, house builder developer– CIL and section 106.
- Scheme design involves detailing how many signs would be placed where, usually on existing lampposts. Painted on the road roundels are also a possibility. Also designing a consultation with residents on the proposed scheme and engagement on why 20mph is beneficial with both paper and digital response methods.

#### 4. 'What's the difference between 20 mph zones and 20 limits?

Staffordshire County Council policy does not favour 20mph **zones** due to cost implications. These are self-enforcing, normally by installing traffic calming. In any event as set out later in this note, many UK highway authorities are now establishing extensive 20 mph limits without any additional physical calming to that which already may have existed. Humps are not required for 20mph limits to be effective. Indeed they are not usually good value for money. Signs and public engagement are 7 times better value.



20 mph limits are now being introduced in villages, towns and cities throughout the UK - more than half of the 40 largest local authorities have now put them in place. They involve installing road signs and markings to inform road users of the change in the maximum legal driving speed. They can be enforced by the police, like any other speed limit, but although enforcement increases the effectiveness of the 20 mph limits, it is not essential to achieve worthwhile benefits.



20 mph limits prioritise quality of life, helping to create places where human activity – including walking, cycling and talking - takes precedence over traffic movement.

20 mph limits are supported by Government. Department for Transport (DfT) Circular 1/13<sup>1</sup> 'Setting Local Speed Limits' states that *'Traffic authorities are asked to...consider the introduction of more 20 mph limits and zones, over time, in urban areas and built-up village streets that are primarily residential, to ensure greater safety for pedestrians and cyclists...'*

The importance of encouraging more people to make short journeys on foot and cycle has become even more apparent during the Covid-19 pandemic. In July 2021 DfT published new statutory guidance to local authorities on their duties under the Traffic Management Act 2004<sup>2</sup>. This states that local authorities should 'swiftly' take measures to encourage active travel and notes that they include: *'Reducing speed limits: 20mph speed limits are being more widely adopted as an appropriate speed limit for residential roads, and many through streets in built-up areas.'*

20 mph limits are supported by many other bodies including the World Health Organisation (WHO), the Association of Directors of Public Health, the National Institute for Health and Care Excellence (NICE), the Royal College of Paediatrics & Child Health, Alzheimer's Society, UK Health Forum, and Public Health Wales.

In July 2020 the Welsh Government voted to introduce legislation to make 20 mph the default speed limit for all urban areas in Wales, with 30 mph limits becoming the exception, and with a target date of April 2023 for the law change<sup>3</sup>.

The UN Global push for road danger reduction in 2021 for the Global road safety week in May 17-23<sup>rd</sup> 2021 focuses on 20mph/30kmh as the developing standard. Spain and the Netherlands have agreed it.

## **5. Benefits**

The evidence (reviewed below) shows that the benefits of introducing a 20 mph limit in residential areas of the County would include:

- **SAFER STREETS FOR ALL, PARTICULARLY CHILDREN AND THE ELDERLY**

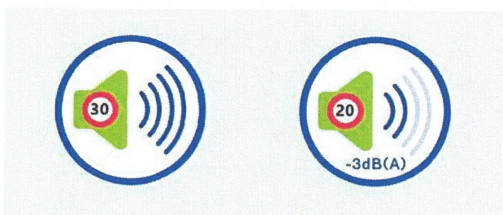
Significantly less risk of serious injury especially for vulnerable road users; less intimidation from motor vehicles for all road users and especially those walking and cycling.

- **PROMOTING ACTIVE HEALTH FOR RESIDENTS**

Reinforcing healthy lifestyles by encouraging walking and cycling. Less obesity, heart disease, loneliness. The elderly retain independent mobility longer, preventing falls and keeping them self-sustaining in daily life which reduces social care costs. Children get to play out and learn independent mobility too.

- **ENVIRONMENTAL IMPROVEMENTS**

Reduced vehicle emissions and noise due to lower speeds and traffic volumes. 20mph is half as noisy as 30mph, helping people sleep better. It's good for sustainability and is climate friendly due to less acceleration and braking





<sup>1</sup> <https://www.gov.uk/government/publications/setting-local-speed-limits>

<sup>2</sup> <https://www.gov.uk/government/publications/reallocating-road-space-in-response-to-covid-19-statutory-guidance-for-local-authorities/traffic-management-act-2004-network-management-in-response-to-covid-19>

- **BETTER COMMUNITY LIFE**

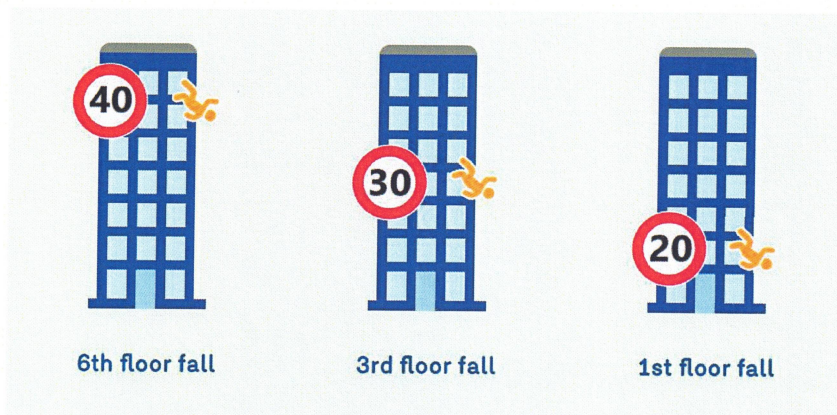
20mph enables lifestyle changes, renewed community life, sociability and the positive atmosphere we all want where we live. Our towns and villages will be more attractive, liveable and sustainable places, in keeping with the growing eco-friendly ethos.

- **STRENGTHENING THE LOCAL ECONOMY**

20mph aids local business as people want to shop and live in 20mph places.

The trend towards 20mph is well-established in the UK and other countries. 20mph is coming and we don't want Staffordshire to be left behind.

## 6 Road Safety



People struck by a motor vehicle are at least 5 times less likely to die if hit at 20mph than 30mph. This increases to 10 times if the pedestrian is over 60 years old. 30mph is like a 3<sup>rd</sup> floor building fall, 20mph a first floor

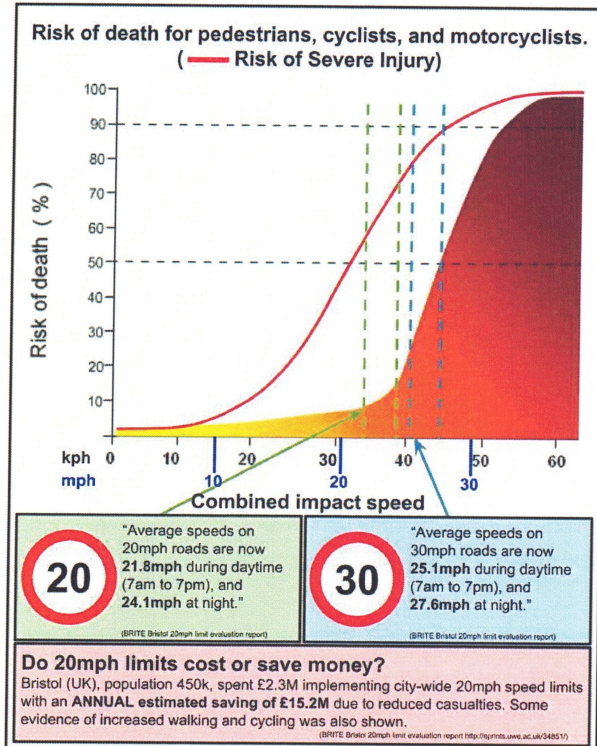
### The effect of speed

	Average for all ages	Over 60 year olds
At <b>40</b> mph	• 31% are killed	• 98% are killed
At <b>30</b> mph	• 7% are killed	• 50% are killed
At <b>20</b> mph	• 1% are killed	• 5% are killed

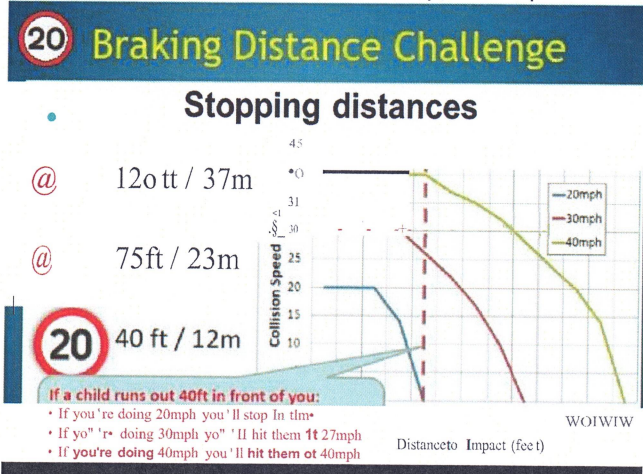
Data from Road Safety Web Publication No. 16 *Relationship between Speed and Risk of Fatal Injury: Pedestrians and Car Occupants* - Department for Transport (September 2010)

A child is **3 times** more likely to die if hit by a car on a 30mph road than on a 20mph road.

We need a 20mph national speed limit in urban areas, with 30mph being the exception.

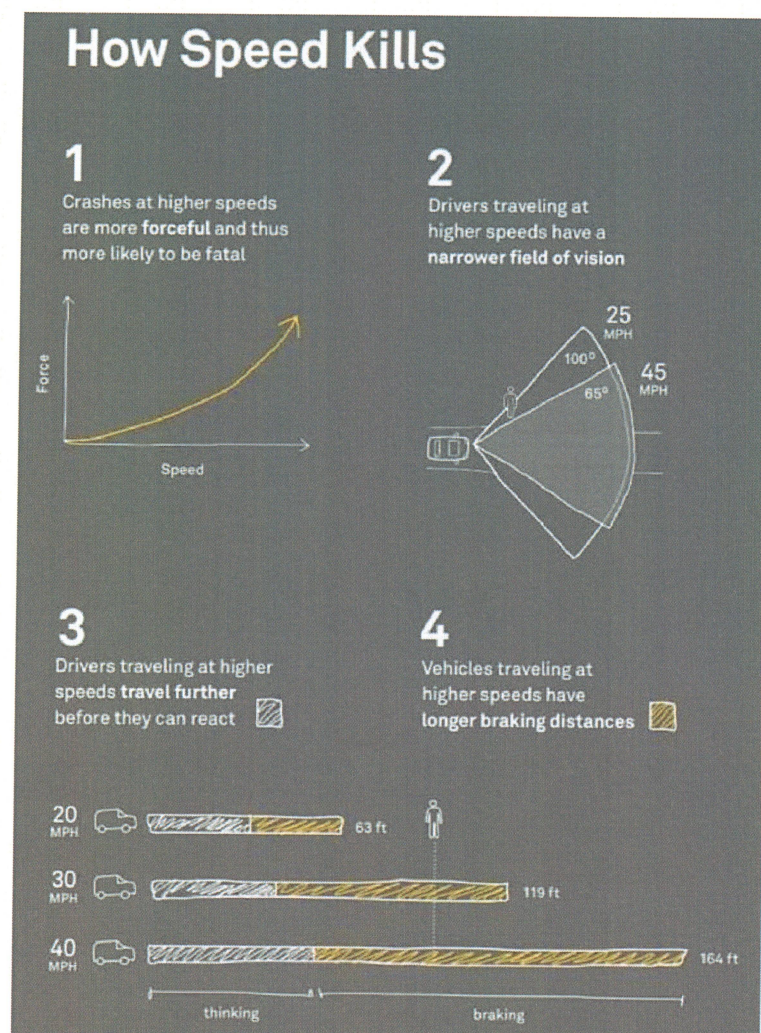


In the distance a 20mph car can stop, a 30mph car will still be moving at 24mph.





## Stopping Distances in Normal Conditions for the Average Car

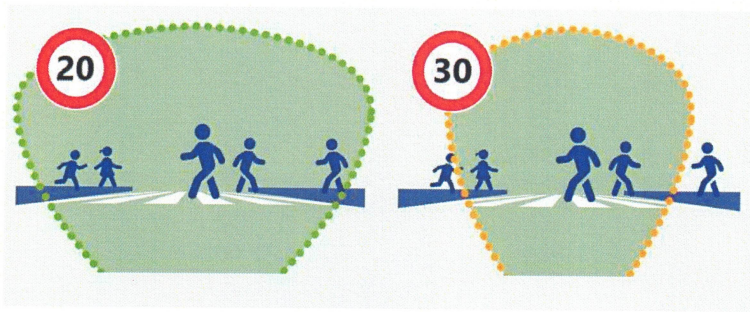


It is important to recognise that any reduction in vehicle speed reduces the risk of injury and death. Research quoted by DfT in Circular 1/13 (see above) found that on urban roads with low average traffic speeds any 1 mph reduction in average speed can reduce the collision frequency by around 6%.<sup>3</sup>

Road safety is therefore improved even when full compliance with the 20 mph limit, whether through traffic calming or enforcement, is not achieved. Studies (see Bristol case study, below) have confirmed that relatively small changes in average speed result in significant casualty savings; and that speed reductions are greatest on the fastest roads where the risk of casualties is the highest.

<sup>3</sup> Taylor, M. C., Lynam, D. A. and Baruya, A. (2000), TRL Report 421 – The Effects of Drivers' Speed on the Frequency of Road Accidents. Crowthorne: TRL





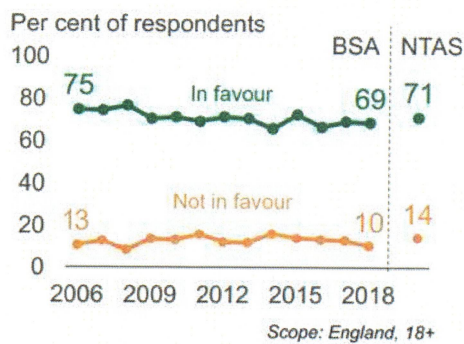
Visually, the driver sees more peripherally at 20mph than 30mph.

Over time, as 20 mph limits become more established, it is expected that average speeds will reduce further, aided by changing attitudes and technologies such as Intelligent Speed Assistance (see Enforcement, below).

## 7. Public Opinion

Repeated studies have shown that 20 mph limits are popular. The most recent National Travel Attitudes Study carried out by DfT<sup>4</sup> found that 71% of people are in favour of 20 mph speed limits in residential streets. Once schemes are installed support for the 20 mph limit typically increases.

### Speed limits of 20mph in residential streets



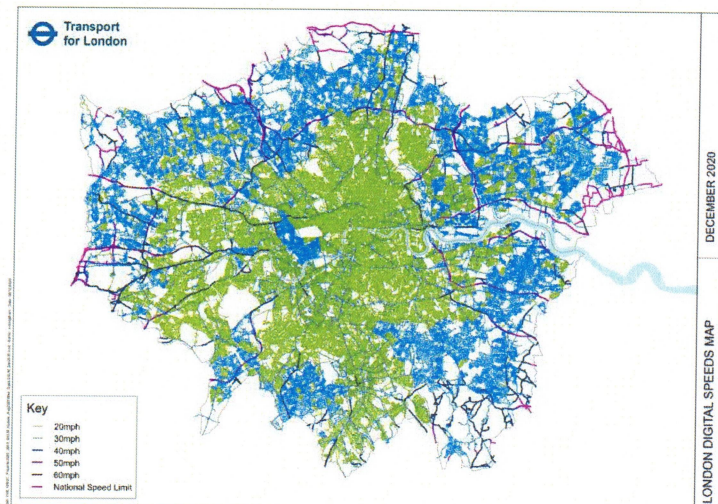
<sup>4</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/810908/national-travel-attitudes-study-2019-wave-1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810908/national-travel-attitudes-study-2019-wave-1.pdf)

## 8. Case Studies

20 mph limits have been introduced to large parts of cities, to towns and to villages. Some examples

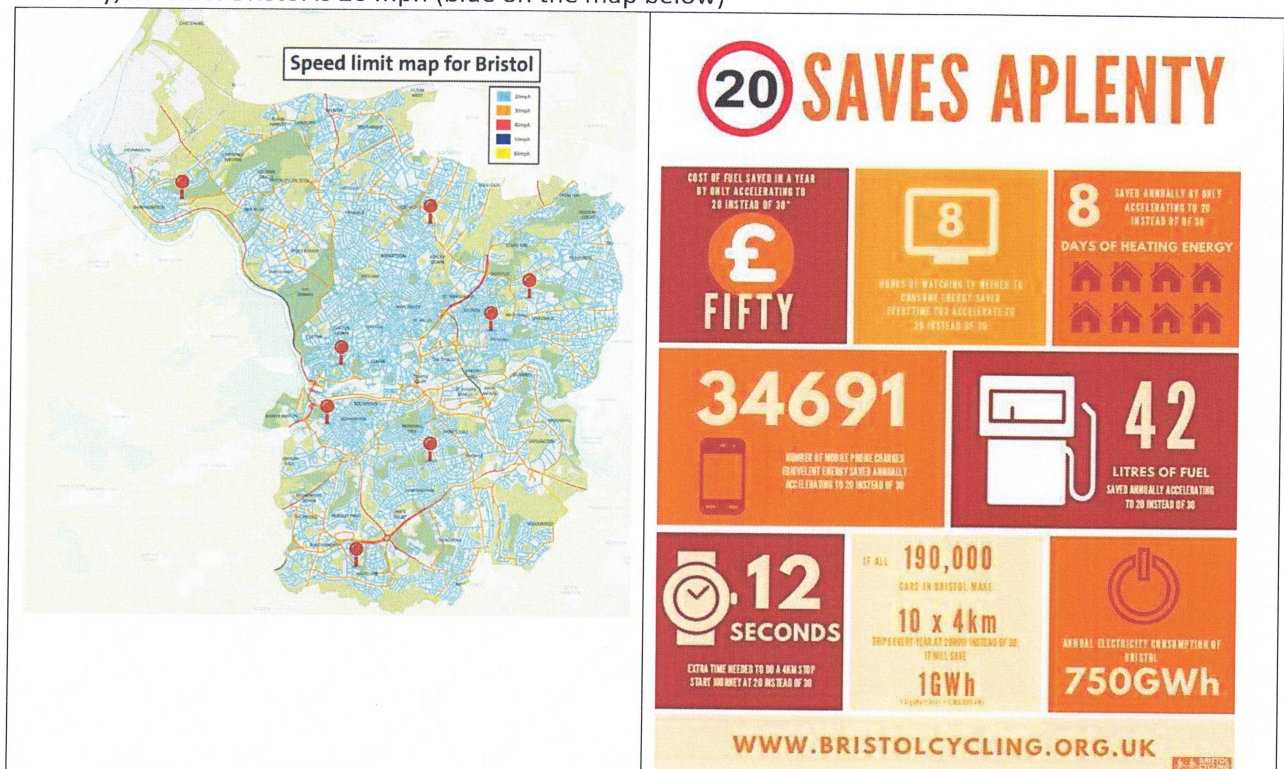
### London

Most parts of London now have a 20 mph limit (green on the map below) including all of the congestion charging zone



### Bristol

Similarly, much of Bristol is 20 mph (blue on the map below)



The Bristol 20 mph project has been the subject of extensive academic study.<sup>5</sup> The BRITE study<sup>6</sup> found 94% of surveyed roads had slowed, 2.7mph reductions in average speed and estimated casualties avoided per year of 4.53 fatalities, 11.3 serious injuries and 159.3 slight injuries.

<sup>5</sup> <https://www.bristol20mph.co.uk/find-out-more/research-and-monitoring/>

<sup>6</sup> [http://eprints.uwe.ac.uk/34851/7/BRITE%20Bristol%2020mph%20limit%20evaluation%20report\\_20July18update.pdf](http://eprints.uwe.ac.uk/34851/7/BRITE%20Bristol%2020mph%20limit%20evaluation%20report_20July18update.pdf)

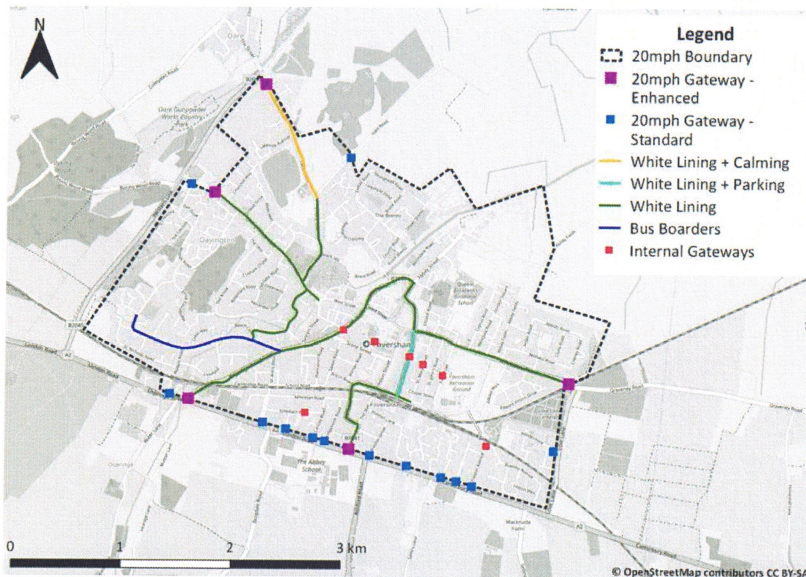


These sum to estimated cost savings of over £15 million per year - annual savings over 5 times greater than the one-off roll out cost of £2.77m mostly funded by central Government.

Over a ten year period 20mph in Bristol is forecast to save 45 lives, 113 serious injuries, 1,593 minor injuries, and save over £147m net - a fantastic return on a public health investment! It also saves drivers on average £50 per vehicle per year on fuel

## **Faversham**

Faversham is an historic market town of 20,000 people in Kent. 20's Plenty for Faversham instigated the introduction of a town-wide 20 mph limit, which went live in June 2020.



### **Faversham 20 mph limit area**

Kent County Council was initially opposed to a town-wide limit but was persuaded by the strength of local support and the technical case made.<sup>7</sup> It was successfully demonstrated that a 20 mph limit covering the whole town would be cheaper (because no changes in speed limit would need to be signed) and more effective, since drivers would find it easier to comprehend.

Low-cost techniques to reduce traffic speeds have been accepted by the highway authority, such as attractive gateways to the settlement announcing the change in speed limit, the removal of road centrelines (which has been shown to lower average speeds by up to 4 mph) and 'Community Corners', resident-led measures such as planters at key locations<sup>8</sup>.

There is no reason such techniques could not be used in Staffordshire's settlements.

## **9. Enforcement**

20 mph limits are like any other speed limit and are enforceable by the Police. Policies regarding speed limit enforcement do vary between police authorities – some, such as the Metropolitan Police in London, actively enforce all 20 mph limits. The policies of Staffordshire Police towards enforcement will need to be reconfirmed after the Police Fire and Crime Commissioner elections in May 2021.

<sup>7</sup> <https://www.favershamtowncouncil.gov.uk/wp-content/uploads/2020/10/Technical-Note-19-03-19.pdf>

<sup>8</sup>

<https://static1.squarespace.com/static/5d0a03b295f37b00018da721/t/5d2342e8eb83b800013132f8/1562591982860/Community-Corners-TRL.pdf>



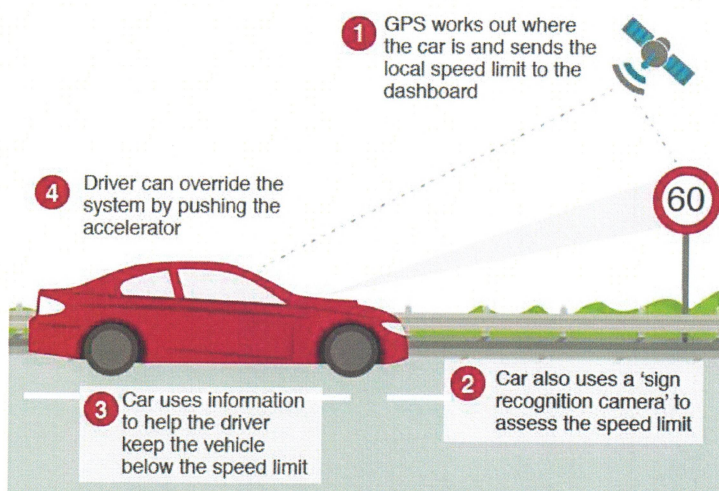
However, even in the absence of regular enforcement research (see above) shows that 20 mph limits reduce speeds, collisions and casualties. Furthermore, driver education through community engagement can help drivers to voluntarily comply with 20mph.

Such compliant drivers become pacer vehicles which enforce 20mph on the traffic behind them. Community Speedwatch also has a part to play – whereby drivers exceeding the speed limit are sent warning letters.

In the near future Intelligent Speed Assistance (ISA) will progressively reduce the need for active enforcement, however. From May 2022 all new model cars sold in the EU and the UK will have ISA fitted as standard. This will prevent the car exceeding the limit unless the driver consciously pushes past a point of resistance on the accelerator. From May 2024 the requirement for ISA will apply to all new cars sold.

Although drivers can override the limiter, research shows that most choose not to, and in fact welcome the reassurance that they are not breaking the law inadvertently. The car will also record if the speed limit has been exceeded in the event of a collision, which may affect the driver's liability.

### How does speed limiting work?



### Intelligent Speed Assistance

#### 10. Costs

Wide area 20mph limit schemes have typically cost about £3 per head for urban settlements and £5-6 per head for villages. The cost components are the scheme design, consultation on it, the legal traffic regulation order (£4,000-5000), signage and a marketing campaign of the benefits to local residents. When several villages are done together the costs reduce from needing only a single traffic regulation order. Costs reduce when more roads are included in the scheme at 20mph rather than exempting main roads due to not requiring as many terminal signs.

Other Counties eg Lancashire, Bath and North East Somerset, Calderdale have gone 20mph for every settlement. Wales has agreed the policy.

Funding for 20mph in other places has come from various sources – the County Highways budget, parish funds, developer funds, public health, government grants, councillor's locality budgets, fines, tolls and charities. It is not an expensive intervention in transport terms. A once off cost gives benefits for years and it typically pays back within the first year in reductions in casualties.



## 11. Next Steps

This briefing note has described a proposed 20 mph limit for areas in Staffordshire in general terms, together with its benefits and costs. 20's Plenty for Staffordshire are asking local Parish, Town and District Councils in the County to support the campaign. We invite representative come to our meetings, hear our presentations, ask questions and progress their 20mph schemes in collaboration with us and each other as a Staffordshire wide group formed through 20's Plenty for Us, the National Campaign for 20mph limits.

Speed limits are set by Staffordshire County Council as Highway Authority, who would be responsible for making the necessary Traffic Regulation Orders and erecting signs.

Being able to demonstrate local support is critical to securing the County's agreement to taking forward 20mph in each settlement. To that end it is hoped that Parish and Town Councils would be willing to work together with 20's Plenty for Staffordshire to assess the potential benefits and feasibility of each place's 20mph limit. We can share our knowledge and make most progress together.

**Each local parish, town or district council that votes to support 20mph limits will help progress our call for wide area 20mph limits to become normal for Staffordshire's settlements. We can help you with briefings, motion wording and presentations if wanted. Please ask!**

20's Plenty for Us is free to join. Email [Anna.s@20splenty.org](mailto:Anna.s@20splenty.org)

If each Parish gave a modest £100-£200 contribution to its residents to buy 20mph posters for gardens, bins and car window and bumper stickers, it would be most helpful to local groups of 20's Plenty in Staffordshire.

<https://www.20splenty.org/stickers> and [campaign materials](https://www.20splenty.org/campaign-materials) has the details of how to purchase them. Large sticker posters, for instance are £1. These DIY signs have a positive effect.



[staffordshire@20splentyforus.org.uk](mailto:staffordshire@20splentyforus.org.uk) is the Staffordshire email

Anna Semlyen, 20's Plenty for Us Campaign Manager, T: 07572 120439 [Anna.s@20splenty.org](mailto:Anna.s@20splenty.org)

[www.20splenty.org](http://www.20splenty.org)

Follow us on Twitter @20splentyforus; @AnnaSemlyen1

# 20's Plenty for Us

...making your place a better place to be

# PERTON PARISH COUNCIL

## PUBLIC PARTICIPATION AT MEETINGS POLICY



### 1. SCOPE OF POLICY

- 1.1 All meetings of Perton Parish Council are open to members of the public.
- 1.2 Meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend as observers. Perton Parish Council encourages public participation at its meetings and the following rules apply.
- a) The public open session is limited to a maximum time of 30 minutes (standing order 3f), each member of the public will only be able to speak once for up to three minutes (standing order 3g). unless directed otherwise by the Chairman.
  - b) Speakers will be asked to record their name and address.
  - c) Speakers are asked to be brief and to the point.
  - d) If more than one member of the public wishes to speak on the same topic, a spokesperson should be nominated to speak on the subject. This will avoid duplication and make the best use of the public participation period.
  - e) Any member of the Council, who has a Disclosable Pecuniary Interest on an agenda item to be discussed, will be allowed the same rights and time as a member of the public for this session.
  - f) If the Chairman feels that a speaker is using derogatory or defamatory statements they may be asked to stop speaking.
  - g) The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.
  - h) Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments under public participation. Members of the public do not have a right to force items onto the Council Agenda nor to insist on how matters are recorded in the minutes.
  - i) A question raised by a member of the public during a public participation session shall not require a response and there should be no debate or discussion between the Council and the public. The Chairman of the meeting may direct that a written or oral response be given (standing order 3h).
  - j) If matters raised by the public are not on the agenda for the meeting, these can be used to form part of the agenda for a future meeting at the discretion of the Council. **The Council can only pass resolutions regarding items publicised on the agenda.**
  - k) If the issue is on the agenda then it will be discussed under the appropriate agenda item number.
  - l) Members of the public are welcome to sit and listen to the debate and other workings of the Council, but will not be able to take part in further discussion or interact with members of the Council.



- m) All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely, be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.

## **2. REVIEW**

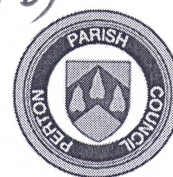
This policy to be reviewed at the start of every new 4 year term

**Adopted by full council on 11th December 2017 minute ref: 371/17**  
**Reviewed 11th November 2019 minute ref: 145/19**  
**Reviewed 11<sup>th</sup> January 2020 minute ref: 118/20g**

# PERTON PARISH COUNCIL

## SOCIAL MEDIA POLICY

107/21 b)



### 1. INTRODUCTION

- 1.1 The aim of this policy is to set out a Code of Practice to provide guidance to Perton Parish Councillors in the use of online communications, collectively referred to as social media. Social media is a collective term used to describe methods of publishing and communicating on the internet.
- 1.2 The policy covers all form of social media and social networking sites which include (but are not limited to):
  - a) Parish Council website
  - b) Facebook and other social networking sites
  - c) Twitter and other micro blogging sites
  - d) YouTube and other video and podcast sites
  - e) LinkedIn
  - f) Bloggs and discussion forums
  - g) Parish Council Emails
- 1.3 The principles of the Policy apply to all Parish Councillors and The Clerk to the Council. It is also intended for guidance for others communicating with the Parish Council. The policy sits alongside relevant existing polices which need to be taken into consideration.
- 1.4 The use of social media is not to replace existing forms of communication. The Parish Council website and other forms of social media will be used to enhance communication. Therefore, existing means of communication should continue with social media being an additional option.
- 1.5 Aspects of the Members' Code of Conduct apply to online activity in the same way it does to other written or verbal communications; online content should be objective, balanced, informative and accurate. What you write and post on the web is permanent.
- 1.6 Councillors have the same legal duties online as anybody else. However, failures to comply with the law may have more serious consequences. There are some additional duties around using their websites for electoral campaigning and extra care needs to be taken when writing on planning matter.
- 1.7 Social Media may be used to:
  - a) Post minutes and dates of meetings
  - b) Advertise events and activities
  - c) Post news stories linked website or press page
  - d) Advertise Parish Council vacancies
  - e) Retweet or 'share' information from partners such as the Police, Library etc.
  - f) Announce new information
  - g) Post or share information from other Parish related community groups/clubs/associations/bodies such as schools, sports clubs or community groups
- 1.8 Facebook will be used to support the website information above and emails will be used to distribute information of Council business.
- 1.9 The Council administrator staff will maintain and update the Parish Council website and other forms of social media.



- 2.0 Individual Parish Councillors are responsible for what they post. Councillors are personally responsible for any online activity conducted via their published email address which is used for council business. Councillors are strongly advised to have separate council and personal email addresses.

## **2. CODE OF PRACTICE**

- 2.1 All social media sites in use should be checked and updated on a regular basis and ensure that suitable security settings are in place.
- 2.2 When participating in any online communication;
- a) Be responsible and respectful; be direct, informative, brief and transparent.
  - b) Always disclose your identity and affiliation to the Parish Council. Never make false or misleading statements.
  - c) Parish Councillors should not present themselves in a way that might cause embarrassment. All Parish Councillors need to be mindful of the information they post on site and make sure personal opinions are not published as being that of the Council or bring the council into disrepute or is contrary to the Council's Code of Conduct or any other Policies.
  - d) Keep the tone of your comments respectful and informative, never condescending or "loud". Use sentence case format, not capital letters, or write in red to emphasis point.
  - e) Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
  - f) Avoid personal attacks, online fights and hostile communications.
  - g) Never use an individual's name unless you have written permission to do so.
  - h) Permission to publish photographs or videos on social media sites should be sought from the persons or organisations in the video or photograph before being uploaded.
  - i) You need to take care to avoid various infringements, including libel, copyright, bias and predetermination, data protection and the members' code of conduct should be complied with at all times.
- 2.3 Respect the privacy of other councillors and residents.
- 2.4 Do not post any information or conduct any online activity that may violate laws or regulations, see below libel and copyright.
- 2.5 Residents and Councillors should note that not all communication requires a response.
- a) There will not be immediate responses to communications as they may be discussed by the Parish Council and all responses will be agreed by the Parish Council.
  - b) The Parish Clerk and the moderators will be responsible for all final published responses.
  - c) If a matter needs further consideration it may be raised at either the open forum or as a full agenda item for consideration by a quorum of Councillors. Again, the poster shall be informed via the page or direct message that this is the case.
  - d) If the moderator feels unable to answer a post for example of contentious nature this shall be referred to the Parish Clerk. The poster will be informed by way of response to this fact and also be invited to correspond with the Parish Clerk directly.
  - e) Some communication from residents and other third parties may be required to be discussed at a Parish Council meeting. When this is necessary the item will be placed on the next available agenda. Any response will then be included in the minutes of the meeting.
- 2.6 The nominated moderators shall remove any negative posts which may contain personal or inflammatory remarks, libel or defamatory information without further comment or notification.

The nominated moderators will also spell and grammar check everything and promptly correct any errors.

- 2.7 Councillors or Parishioners who have any concerns regarding content placed on social media sites should report them to the Clerk of the Council. Misuse of such sites in a manner that is contrary to this and other policies could result in action being taken.
- 2.8 All posts should include a disclaimer such as “this is the personal view of an individual councillor, and does not represent the official views of the council”. Profile names should make it clear that you are a Councillor, and not an official representative of the Council.

### **3. REVIEW**

This policy to be reviewed at the start of every new 4 year term

**Adopted by full council on 13th November 2017 minute ref: 354/17**

**Reviewed 22nd October 2018 minute ref: 125/18**

**Reviewed 11th November 2019 minute ref: 145/19**



111/21



Shelutions Urban Furniture Ltd  
Accounts Department - C/o St James Close  
Wath-upon-Deane  
Rotherham  
South Yorkshire  
S63 7BZ

0800 689 0365  
info@shelutions.co.uk

### Quotation

PERTON PARISH COUNCIL  
Perton Civic Centre  
Church Road  
Colleridge Drive  
Perton, Wolvehampton  
WV6 7PD

**Quote Number:** 2932  
**Quote Date:** 29/10/2021  
**Valid For:** 30 Days  
**Account:** PERT01  
**Quote Ref:** BUS SHELTER REPAIR

VAT Registration No: 281579176

Qty	Description	Rate	Total	VAT
3	5 Bar Treadplate Aluminium Sheet panels acid etched and powder-coated to RAL 6028 as per shelter Structure	190.00	570.00	114.00
We may be able to make two panels for the damaged End return panels out of the undamaged Rear panel. (We would cut on site and replace the ends for free if this is the case. If we can only make 1 end panel out of the undamaged rear panel we will replace the other end return with a new panel free of charge				
PLEASE NOTE: WE HAVE QUOTED THE STANDARD STAFFORDSHIRE COUNTY COUNCIL PRICE FOR POLYCARBONATE FOR THE ALUMINIUM PANELLING SAVING YOU OVER £200.00 ON STANDARD PRICING. THE ALUMINIUM PANELS WILL NOT BREAK AND THEY HAVE THE ADDED BONUS THAT IF THEY ARE VANDALISED WITH PAINT THEY CAN SIMPLY BE REPAINTED IN THE ORIGINAL COLOUR.				

Total Net Amount: £570.00  
VAT @ 20%: £114.00  
Quote Total: £684.00







109/21

Ms BECKY HODGETTS  
Perton Parish Council  
Church Road, Perton  
WOLVERHAMPTON WV6 7PD

Dear Ms Hodgetts,

I feel sure you will recall our telephone conversation of October 25, when I recounted the unfortunate events of the previous Friday, October 22.

My wife and I had visited our granddaughter in Perton. We were eagerly anticipating meeting our great-granddaughter for only the second time following her birth in May of this year. The pleasure of the occasion was marred and cut short following the accident suffered by my wife. This occurred in the shopping centre midway between the entrance to the Sainsbury's store and the post office.

My wife had left my granddaughter and myself to go to the post office, but tripped over the obstruction in the area (photograph enclosed). A lady standing close by immediately went to my wife's assistance, and I hurried over also. We managed to get my wife to her feet, and encouraged her to sit on the bench nearby. After some minutes my wife recovered her composure and we were able to slowly make our way back to my granddaughter's residence in Browning Grove, after which we had little choice but to return home soon afterwards.

I have enclosed photographs showing the injuries sustained by my wife, which although not serious, were a considerable shock to my wife. Her teeth had punctured the inside of her mouth, resulting in bleeding;. The marks can be seen immediately below her lower lip, and the considerable bruising to her right wrist is also visible.

I would like you to consider this to be a complaint about the standard of maintenance of the paved area of the shopping centre. You say that the council are not responsible but surely Sainsbury's come under the jurisdiction of the council, having provided a public right of way. I would expect you to bring this letter to the attention of the council when next you meet.

I await your reply with interest.

Yours sincerely,